

# How do I get to the Direct Access option from the File Menu?

## Tell Me

1. If you are unable to use the **File Menu Option** for **Direct Access** when on the **General Menu Form**, you can select a form that you already visited from the bottom of the **File Menu** and open that form.
  2. Once you have a form opened, you should then be able to use the **File Menu Direct Access Option**.
  3. Remember if the **File Menu (Direct Access Option)** is not available from the **General Menu Form**, you can still use the **Direct Access Lookup** box located on your Toolbar at the **General Menu Form** or use **Object Search**.
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## Related FAQs

- [How do I log into Banner INB?](#)
- [How do I get access to the Banner Financial Aid module?](#)
- [How do I get access to the Banner Student module?](#)
- [How do I get access to the Banner Finance module?](#)
- [How can I increase the font size of the display while using Banner INB production version 8?](#)